



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Community Services

Meeting Date: May 15, 2023

Report #:2303-1200

TITLE

Amendment No. 5 to the Agreement between the City of Palo Alto and the Friends of the Junior Museum and Zoo for Mutual Cooperation and Support to Extend the Agreement through June 2024 and Accept a \$75,000 Grant for a Community Engagement Specialist; CEQA status – not a project

RECOMMENDATION

Staff recommends the City Council approve and authorize the City Manager to execute Amendment Number 5 to the Agreement between the City of Palo Alto and the Friends of the Palo Alto Junior Museum and Zoo for mutual cooperation and support (Agreement) (Attachment A) and allow the City Manager to approve future amendments that fall within statutory limits for cost and term length. This amendment extends the Agreement through June 2024 and gives the City a \$75,000 grant to fund a Community Engagement Specialist position.

BACKGROUND AND ANALYSIS

The Friends of the Palo Alto Junior Museum and Zoo (Friends) have played an integral role in the support and operation of the Palo Alto Junior Museum and Zoo (JMZ) since their inception in 1962. In 2002, the Friends approached the City of Palo Alto (City) to create a public-private partnership with the intent to raise the capital funds required to renovate the JMZ facility.¹ Since then, the Friends continue to be an active advocate for the JMZ and provide annual and capital support for JMZ programs.

In November 2007, the partnership between the City and the Friends was strengthened via a written agreement that provided the Friends a greater role in providing input on program planning and the City a more active role with the Friends. The latter was accomplished by the

¹ City Council, December 9, 2002; SR #442:02,
<https://portal.laserfiche.com/Portal/DocView.aspx?id=48382&repo=r-704298fc&searchid=034576b1-b3fd-4949-ac8c-0362f1435105>

JMZ Manager joining the Board as an ex officio member and the City Council assigning a liaison to the Friends Board. The agreement provides the framework for City staff to work in unison with the Friends Board to realize mutual goals.

The first Agreement with the Friends began in 2007 and has been amended every three years.

The amendments were approved as follows:

- Amendment No.1, dated December 3, 2012
- Amendment No.2, dated January 4, 2017
- Amendment No.3, dated April 30, 2020
- Amendment No.4, dated July 1, 2020

The Parties now wish to amend the Agreement to extend the term through June 30, 2024. This year, the terms are largely the same but for the addition of a clause to enable a temporary part-time City staff position funded by the Friends. As part of the Parties' activities for July 1, 2022 through June 30, 2024, the Friends shall give a one-time grant of \$75,000 to the City to fully fund a part-time community engagement specialist for a two-year term (City classification: Staff Specialist, SEIU-H).

This amendment also authorizes the City Manager to approve and sign future amendments to this Agreement if they are within the existing limits set in the Municipal Code at PAMC 2.30.210 (\$85,000 per fiscal year or less and term of 3 years or less). Otherwise, the municipal code requires that amendments to this MOU be approved by Council, even if only to extend the term of the MOU beyond an additional six months.

This MOU would be categorized as a Joint Venture under the City's Public/Private Partnership Policy.²

FISCAL/RESOURCE IMPACT

The Friends grant to the City will fund a Staff Specialist position at 0.48 FTE for two years. This classification has an average hourly rate of \$37.42. If approved by the Council, the recognition of revenue, salary expense, and FTE will be incorporated as a part of the FY 2024 Operating Budget Process as an amendment to the Proposed Budget for FY 2024.

STAKEHOLDER ENGAGEMENT

Staff engaged with the Friends of the JMZ to develop the Amendment to the Agreement.

² However, this MOU does not create a "Partnership" or "Joint Venture" under California law as it relates to business entities.

ENVIRONMENTAL REVIEW

Approval of this amendment is not a project under the California Environmental Quality Act.

ATTACHMENTS

Attachment A: Amendment Number 5 to the Agreement between City of Palo Alto and the Friends of the Junior Museum & Zoo

APPROVED BY:

Kristen O'Kane, Community Services Director